



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

SEP 20 2005

IMEU-VIC-RMO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-21, Civilian Incentive Awards

1. References:

- a. Army in Europe Command Policy Letter 18, Civilian Awards, 8 May 2003.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
- d. Army in Europe Circular 672-1, Suspense Dates for the Army in Europe Annual Incentive Awards Ceremony, 10 December 2004.
- e. Vicenza Civilian Personnel Advisory Center Handbook, Subject: Local National (LN) Employees in Italy Incentive Awards, February 2005.

2. A proper awards program provides a valuable incentive for continued high performance and achievement through honorary or monetary recognition. Guidance on incentive awards is contained in references 1a – 1e above.

3. Policy:

- a. Maximum use of honorary awards is encouraged.
- b. Funds for monetary awards in USAG Vicenza, both performance and special act, are available up to 1.5% of an activity's total payroll dollars for the fiscal year. This includes the entire first year amount of Quality Step Increases (QSI). For US employees, individual awards are authorized up to 3.0% of the individual's annual base pay. For Local National employees, monetary awards are authorized up to 3.0% of the employee's combined annual base pay, cost-of-living allowance (Contingenza) and Third Element for the grade level held (award limits in reference 1e, appendix A).

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c. Managers and supervisors are free to distribute monetary awards within their allotted budgets and guidelines as stated in this policy. For amounts higher than 3.0%, directors must submit a Staff Summary Sheet with justification to the Deputy Garrison Commander, either Vicenza or Livorno depending on where the person is assigned.



VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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